

Vacancy Announcement #00-271 DH/sp

POSITION: Program Analyst, GS-343-12/13

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Arson and Explosives Programs Division
A&E National Repository Branch
Washington, DC

OPENING DATE: August 8, 2000

CLOSING DATE: September 1, 2000

**AREA OF
CONSIDERATION:** Washington, DC - ATF Offices

BRIEF DESCRIPTION OF DUTIES: Provides advice and assistance to the Branch on a wide variety of analytical matters. Serves as senior analyst and assistant to the Chief of the Branch, in the formulation and monitoring of policies, programs and procedures. Provides staff-level advice concerning solutions to especially difficult analytical problems and issues affecting the Branch. Conducts in-depth, complex and integrated analyses and studies involving major program areas, to include budget and contract issues. Develops recommendations for Branch programs. Assesses and develops operating procedures and staff policies. Summarizes reports for Branch Chief. Completes special projects. Prepares and presents briefings on program matters to management. Write reports and position papers for submission to Department of Treasury or other agencies.

QUALIFICATION REQUIREMENTS: Applicants must meet all qualifications, including time-in-grade requirements, within 30 days of the closing date of this announcement. Applicants must have one year of specialized experience equivalent to the next lower grade in the federal service. Specialized experience is experience that is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position.

EVALUATION METHODS: Status applicants will be evaluated and given points on relevant experience, formal college level education; training and self-development within the past five years: QSI, SSP, Special Act and Suggestion awards; current performance appraisal; and the Supplemental Experience Statement. Non-status applicants will be evaluated on relevant experience and the Supplemental Experience Statement.

The following factors in the Supplemental Experience Statement will be used as the basis for determining the best-qualified applicants.

SUPPLEMENTAL EXPERIENCE STATEMENT (KSA's)

Describe on separate sheets of paper your work experience, training and/or awards, volunteer experience or hobbies. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility.

1. Ability to research, interpret and apply; laws, regulations, and directives.
2. Ability to analyze and evaluate information, programs and situations, especially concerning budget and contract issues and provide sound guidance and recommendations based on conclusions.
3. Ability to plan and organize work, coordinate diversified workloads and meet deadlines for a variety of branch projects.
4. Ability to communicate orally and in writing.

CONDITIONS OF EMPLOYMENT

- A pre-employment drug test is required if not currently occupying an ATF testing designated position.
- A pre-employment background investigation is required.
- Incumbent must be U.S. citizen.
- Male applicants born after December 31, 1959 must be registered with the Selective Service System.
- Non-ATF applicants will not be reimbursed for travel and relocation expenses.

GENERAL INFORMATION

1. Applications will not be returned to applicants.
2. The Personnel Division upon completion of the selection process will notify only ATF applicants.
3. Applications must be received by the closing date of this announcement. The postmarked date will be considered only for those persons applying as non-status applicants for "All Sources" announcements.
4. ATF provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please contact us at the phone number listed below.

HOW TO APPLY

A. Candidates may submit a resume, SF-171, Application for Federal Employment or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contracting us at the address and telephone number below. The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title series, grade and vacancy announcement number you wish to be considered for.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position, include name of employer, dates of employment, job title, and grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received and GPA.
8. Major field of study.
9. Relevant training: course titles, dates, and number of hours and institutions.
10. Description of honors, awards and special qualifications such as language, computer, typing.
11. Clear identification of U.S. citizenship.

B. Additional information/completed forms should be submitted, if checked:

- ☒ Written response to the Supplemental Experience Statement.
- ☒ DD-214, if claiming 5 point preference.
- ☒ Both DD 214 and SF-15, if claiming 10 point preference.
- ☐ College transcripts of lists of college courses.
- ☐ Applicant Response Form (Attached).
- ☐ OPM Form 306, Declaration for Federal Employment.
- ☒ Performance appraisal, dated within the last year. If a performance appraisal is not submitted, credit will not be given for that portion of the evaluation process.
- ☒ Current/former Federal employees - SF-50 reflecting competitive status.
- ☒ Applicants with disability or other applicants eligible for non-competitive appointment - appropriate documentation.

- ___ Current Notice of Results.
- ☒ Competitive-examining authority has been delegated to ATF by the U.S. Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral. **Status candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications.**
- ___ Self-certification for typing proficiency.
- ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month-year of class, title and length of class. (For status consideration only.)

SEND COMPLETED APPLICATION TO:

Department of Treasury
Bureau of Alcohol, Tobacco and Firearms
Office of Management/Personnel Division
ATTN: Merit Promotion Branch, Room 4170
650 Massachusetts Ave NW
Washington, DC 20226

(202) 927-8610 Main Number (202) 927-8648 Fax (202) 927-7964 TDDY.

CTAP/ICTAP: Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a). This includes a copy of the agency notice and a copy of their most recent SF-50, noting current position, grade level and duty location. They must be rated well qualified for the position. To be well qualified, CTAP/ICTAP applicants must meet the mid-level range of the crediting plan for all factors.

AN EQUAL OPPORTUNITY EMPLOYER
ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION, OR ANY OTHER NONMERIT REASONS.

APPLICANT RESPONSE FORM
(Complete and return this form with your application)

Bureau of Alcohol, Tobacco & Firearms (ATF) Vacancy Announcement: 00-271 DH/sp

Position Title, Series and Grade: Program Analyst GS-343-12/13

Name and Address *(applicants, please complete)*

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The results of your application for consideration for this position are as follows:

___ Your name was referred to the selecting official; however you were not selected.

___ You met the basic qualifications for the position, but you were not on the best-qualified list.

___ You were selected for the position.

___ You were found to be ineligible/not qualified as indicated below:

☐ Lack general experience

☐ Lack required time in grade

☐ Lack specialized experience

☐ Lack education requirements

☐ Outside area of consideration

☐ Application received too late
for consideration

☐ Other: _____

___ Recruitment under this announcement has been cancelled.

Personnel Staffing Specialist

Date

The application you submitted for Vacancy **Announcement #00-271 DH/sp**

Program Analyst GS-343-12/13 has been received in the Bureau of Alcohol, Tobacco & Firearms, Office of Personnel.

The Personnel Division is unable to release specific information on job status.

Name and Address *(applicants, please complete)*

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